

Number	Effective	Title	Owner
II-52	7-93	Professional Appearance & Uniform Apparel	HR Manager

### **OBJECTIVES:**

1. To create a proper image of IDPR.
2. To project an image of professionalism through personal appearance for all employees dealing with the public.
3. To provide identity and uniformity of personnel in public contact positions.

Personal appearance creates the first and sometimes only impression the public has concerning our department. Although appearance is certainly a personal matter and the appropriateness of dress, hair style, beards, etc., will vary through the eye of the beholder, IDPR has a certain image it wishes to portray.

Employees who wear field uniforms will follow the uniform guidelines set forth in the Operation Section, Section VI. Non-uniform employees who deal with the public as a part of their job should dress for the occasion. Some public contact situations necessitate a jacket or tie, while other contacts and situations do not.

Every employee needs to be aware of and concerned with the first impression they may be portraying to the public simply by how they look and should try to dress appropriately. If you are in doubt what is appropriate for various contacts, it is advisable to be dressed up rather than down. If the office, blue jeans and t-shirts are not acceptable. There may be times, however, when your job duties necessitate dressing down, such as when moving furniture, heavy cleaning, etc.

Hair styles and/or facial hair should always be kept neatly combed, trimmed and washed. Beards should not be more than one inch in length, sideburns should not extend below the bottom of the ear, and mustaches should not extend below the corner of the mouth. Men's hair should not cover more than one-half of the ear or be longer than the bottom of the collar.

### **UNIFORM APPAREL FOR HEADQUARTERS PERSONNEL**

Brown windbreaker with department logo should be worn during trade shows, project inspections, out-of-agency meetings, tours, outings, field work and other settings where department identity is important. Employees should use their own judgment in deciding if a windbreaker is too casual for the situation or if it is inappropriate for weather conditions.

The department will purchase several windbreakers for employees to check out. If employees wish to purchase their own, they may do so through the department buyer. Employees checking out department-purchased windbreakers are responsible for returning them clean and ready to be worn by other employees. White polo shirt with department logo is suggested for casual wear in situations where the windbreaker is appropriate. Polo shirts can be purchased through the department senior buyer.

Brown baseball caps with logo are available for purchase for those employees wishing to wear one.

Lapel pins will be purchased for headquarters staff to wear with suits in formal settings outside the department.

**Receptionist** in the headquarters office will wear a uniform daily.

- Brown skirt or slacks (skirt length will be between bottom of knee and mid-calf) for women; brown slacks for men).
- White shirt (short and/or long sleeves).
- Four-in-hand tie.
- Brown blazer with logo and lapel pin. The department logo will be placed four inches below the shoulder seam on the left front of the jacket. The department lapel pin will be worn on the right-hand lapel. The blazer is considered optional wear, depending on office temperature.
- The department will purchase three skirts and/or slacks for women (slacks only for men), five shirts, one blazer and one lapel pin. The uniform shall be maintained at the employee's expense in a neat and presentable condition.
- Dark brown footwear shall be purchased and worn by the employee.

No part of the uniform shall be worn while on leave, vacation, or off duty, except with prior approval.

When an employee leaves the receptionist position, all department purchased items of the uniform will be returned to the supervisor.

**Information Chief** will wear a Class A uniform when speaking to groups. The department will purchase the uniform. Proper wearing and care of the field uniform is covered in Chapter VI (Uniform Dress Code) of the *Procedures Manual*.

The department-purchased windbreakers, receptionist uniform and Class A uniform for the information chief will be replaced when worn to the point of no longer projecting a good image for the department.